

SECTION 3D: RENEW FLEET REGISTRATIONS

DMV will electronically send renewal notice(s) for the fleet via email or other electronic method.

TRANSACTION TYPE SELECTION:

Main Menu

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This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

☐ Create Fleet
☒ Maintain Fleet
☐ Forms and reports
☐ Bank account information

Navigation tip: To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**
Note: This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

Next

Select **Maintain Fleet**. Click **Next**

Select Fleet

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☒ TEST FLEET A
☐ TEST FLEET 1
☐ TEST FLEET 123

Select Fleet Cancel

Select a fleet to renew the registrations of vehicles in it.

Click **Select Fleet**

Maintain Fleet Menu

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☐ Add Vehicle to Fleet

☐ Remove Vehicle from Fleet

☐ Update Fleet Information

☒ Renew Fleet Registrations

☐ Sort By Plate, Plate Type and Expiration Date

☐ Sort By Unit Number, Plate Number and Expiration Date

☐ Sort By Expiration Date and Plate Number

☐ Remove Fleet

☐ Reprint Certificate of Registration Reference Number

☐ Update Unit Number

☐ Update Vehicle kept in Details

☐ View Fleet Vehicles

Select **Renew Fleet Registrations**. Select to sort vehicles by plate, unit number, or expiration date. Click **Next**

The system retrieves all the vehicles with renewal expiration date less than 90 days and vehicles with expired registrations.

The system does an initial check on these vehicles to determine if any have emissions requirements or restricted registration (parking citations, incidents, administrative suspensions, etc.).

An error message window will display a list of the vehicles that can't be renewed with the reason.

Error Message

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VIN: 1GDBG31U371254305 with Plate# DG69318 E234: Cannot be renewed due to a suspended/refused registration.

VIN: 1FTPX145X5NA72114 with Plate# GM8584 E233: Cannot be renewed as it requires the IM test

Processing Tips:

- Vehicle emission inspection is required by law and rule, generally biennially. Fleet owners/managers will be electronically notified of IM test requirements along with the renewal notice. The renewal notice should be printed and taken to the emissions testing station.
- Situations that might stop completion of registration processing for a fleet vehicle are: TVRP sanctions for unpaid nonmoving traffic violations. Problems with insurance for any vehicles that require insurance. Problems with authority for “for hire” vehicles. Any incidents or administrative suspensions.
- Late fees, wheel tax, and special and personalized registration fees due will be collected for vehicles subject to them.
- Late fee applies to registration renewals for automobiles, low-speed vehicles, motorcycles, moped and trucks registered at 8,000 pounds gross weight or less. A late fee will be charged if the vehicle is renewed over 5 calendar days after the expiration date.

Click **Continue** to see vehicles eligible for renewal.

Renew Plate Registrations

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Vehicles Eligible for Renewal in the fleet

Select Vehicle	Unit #	VIN	Plate Number	Plate Type	Expiration date	Renewal Periods	Reg Period	Replacement Plates
<input type="checkbox"/>		1GCEK19B85Z335939	DX7950	LTK	02/28/2012		A	<input type="checkbox"/>
<input type="checkbox"/>	YOURS	1GB6G3BG1A1154489	EC44084	HTK	12/31/2011		A	<input type="checkbox"/>
<input type="checkbox"/>		1GCEC19X28Z191124	384884	LTK	03/31/2012		A	<input type="checkbox"/>
<input type="checkbox"/>	MINE	1FMJU1J52AEB60485	592PWE	AUT	06/13/2011		A	<input type="checkbox"/>
<input type="checkbox"/>	DON	3B7KC26Z3XM575556	674404	LTK	05/31/2011		A	<input type="checkbox"/>
<input type="checkbox"/>		1GCEC14V3YE334966	845284	LTK	01/30/2011		A	<input type="checkbox"/>

☐ Vehicle operated continuously since last expiration date
Last Date Operated: Operation Start Date:

Renew Plate Registrations

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Vehicles Eligible for Renewal

If you attempt to renew more than 200 vehicles, your browser may time-out. Your renewal will complete and you should receive an email confirmation. Once you have received this confirmation, you may choose Reprint Certificate of Registration from the Maintain Fleet menu.

Select Vehicle	Unit #	VIN	Plate Number	Plate Type	Expiration date	Renewal Periods	Reg Period	Replacement Plates
<input checked="" type="checkbox"/>	YOURS	1GB6G3BG1A1154489	EC44084	HTK	12/31/2011		A	<input type="checkbox"/>
<input checked="" type="checkbox"/>		1GCEC19X28Z191124	HT5480	LTK	03/31/2012		A	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MINE	1FMJU1J52AEB60485	592PWE	AUT	06/13/2011		A	<input type="checkbox"/>
<input checked="" type="checkbox"/>	DON	3B7KC26Z3XM575556	674404	LTK	05/31/2011		A	<input type="checkbox"/>
<input type="checkbox"/>		1GCEC14V3YE334966	845284	LTK	01/31/2012		A	<input type="checkbox"/>

Continue

Cancel

Select All

Select vehicles individually to renew or click **Select All** to renew all eligible vehicles in the fleet.

- We recommend that you only renew 200 vehicles per transaction. Although you may renew an unlimited number of vehicles in one day, your browser may time out if you attempt to renew more than 200 vehicles at one time.
- Replacement plates can be ordered at time of renewal for eligible plates. Check **Replacement Plates** box. Maximum of 400 plates can be replaced at one time. New plate numbers will be issued not duplicates. Plates that cannot be replaced via eMV Fleet are personalized, amateur radio, and collector special.
- Additional fields will display for vehicles eligible for non operation statements. To qualify vehicles have to have been out of operation one full registration period since the last registration expired;
 - One full month if registered consecutive monthly, one full quarter if registered quarterly, one full year if registered annually or biennially.
- **Vehicle operated continuously since last expiration.** If agent checks that the vehicle had **not** been out of service, the renewal fees for that period will be calculated into the total renewal fees due for that vehicle.
- **Last Date Operated/Operation Start Date.** Enter last date vehicle was operated and date vehicle started operating again. (i.e.: if a plate expired on December 31st that is the first date entered. Operation start date would be current date.) Renewal fees will not be calculated for the time vehicle was out of operation.

Format dates as MM/DD/YY. Contact APU at 608-266-3566 for a new month sticker if the non-operation statement causes the expiration month to change.

Click **Continue**

Vehicles selected for renewal

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VIN	Plate Number	Plate Type	Renewal Periods	Reg Period	Replacement Plates	Fees
1GB6G3BG1A1154489	EC44084	HTK		A	N	\$283.00
1GCEC19X28Z191124	384884	LTK		A	Y	\$88.00
1GCEC14V3YE334966	845284	LTK		A	N	\$106.00
Total Fee =						\$477.00

System will display **Vehicles selected for renewal**.

- Verify fees. If Replacement Plates were selected the replacement plate fee will be added to the total fee.
- Selecting **Cancel** will take you back to Maintain Fleet Menu. All updates will be backed out.
- Print and retain the Vehicles selected for Renewal page for cross reference purposes.

Select **Continue**

Certification

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I certify that to the best of my knowledge the information and statements on this application are true and correct.

I authorize the state of Wisconsin or its authorized agent to initiate an ACH debit entry from the account(s) I have registered as payment for this transaction.

Certification window will display.

Review carefully and select **Renew** to complete the transaction. A Certificate of Registration is produced and funds will be debited at the end of the day via ACH.

Note: An information window will display for vehicles receiving replacement plates.

- Shows new plate number that was issued to the vehicle
- Gives approximate number of days before plates will be mailed.

Renew Plate Registrations

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Renewals with Replacement Plates

VIN	Unit Number	Old Plate Number	New Plate Number
1GCEK19B85Z335939		DX7950	HT5497

You may want to print this screen. This is the only place you will see the old and replacement plate with the vin number at the same time.

Plates should arrive within 2-4 weeks

Continue


Click **Continue**

Note: An error message will display for vehicles unable to be renewed due to title restrictions. (i.e.: notations found on record, vehicle status invalid, etc)

Certificates of Vehicle Registration

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Click Adobe PDF icon below to retrieve your certificate(s) of vehicle registration.
Reference # 37277120337

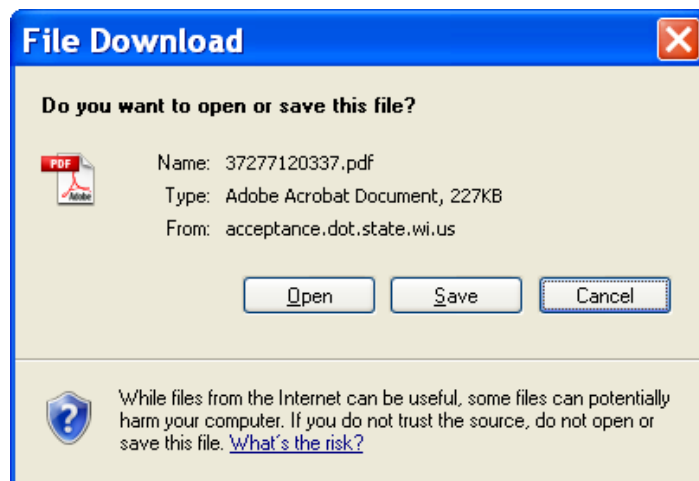


[Return to Menu](#)

The system displays an Adobe PDF button to print Certificates of Registrations.

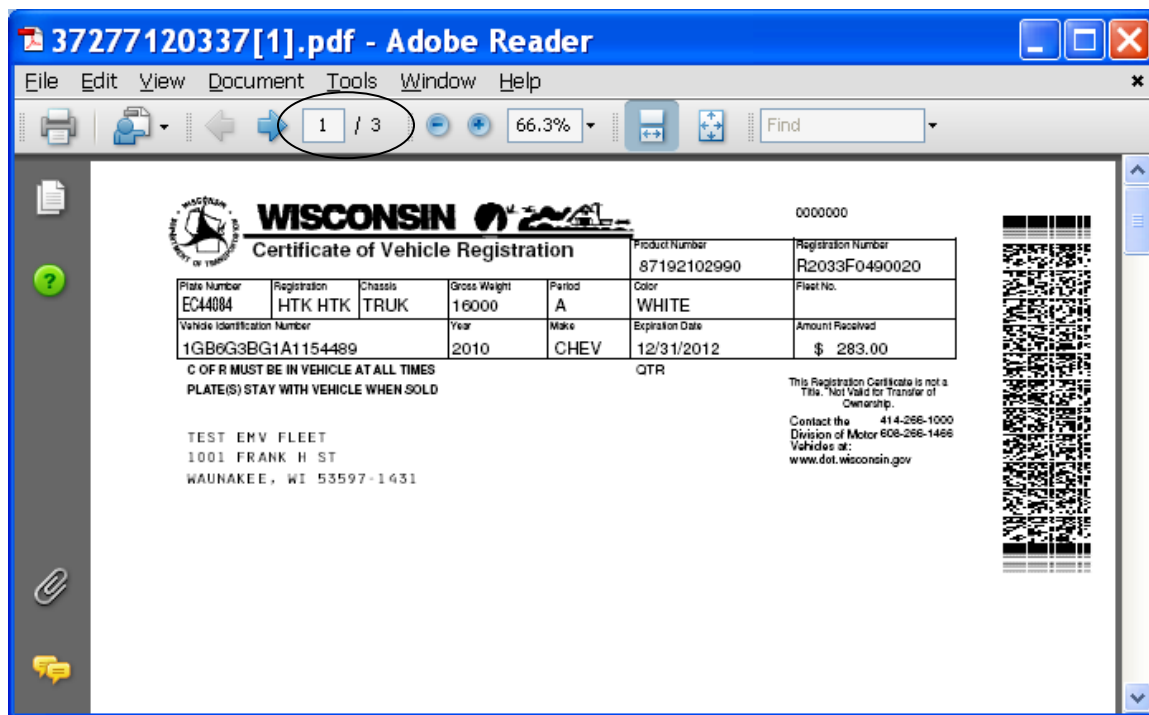
- The Certificate of Registrations is in a PDF format.
- The Certificate of Registrations for all the renewals is included in a single PDF.

Click **Adobe PDF button**



Click **Open**.

The Certificate of Registrations for **all** the renewals is included in the PDF.
Print the Certificates of Registrations.



The option to reprint a Certificate of Registration will be available for 2 weeks after the vehicle's registration is renewed. See Section 3F.


Click on red **X** to exit Adobe Reader.

Note: Your system must have specific Adobe Reader settings in place or you will be logged off the system when you close Adobe Reader.

1. Open Adobe Reader. Click "Edit", then "Preferences".
2. Select "Options" or "Internet".
3. **Uncheck the first box**, "Display PDF in Browser".
4. Click "OK", and exit Adobe Reader.

If an error is detected after the transaction is completed, the transaction can be **Reset** the **same day only**. Call the Agent Partnership Unit at 608-266-3566 to have the transaction reset

Select **Return to Menu** to continue processing or logoff.

dotdmr processing on behalf of TEST EMV FLEET - F049
Click Adobe PDF icon below to retrieve your certificate(s) of vehicle registration. Reference # 37277120337

Return to Menu